

Company Commanders Course: Participant Guide

PURPOSE: Module 0 is designed to introduce the students to the course format and provide an overview of the course structure, course schedule, course evaluation strategies, and to provide overall course goals and objectives, along with some basic guidance on completing the course.

OVERVIEW: This module provides a brief introduction to the course format and provides an overview of the course structure, course schedule, course evaluation strategies, and to provide overall course goals and objectives, along with some basic guidance on completing the course, and describes how the course will be delivered. It is not designed to teach anything. It will discuss course and student Rules of Engagement. The overview will also describe the participant evaluation strategy and course critique. A brief review of prerequisites and course attendance certification requirements will be provided along with the basic course schedule. Phase I which will span about two (2) months is currently delivered in a Self-Study format. Phases I through Phase V will take approximately eight (8) months.

COURSE TERMINAL LEARNING OBJECTIVE: To provide an effective, efficient and well-rounded training program to develop Company Commanders and Leaders of tomorrow by answering: What is Leadership? And, What does it take to be a Commander? And this course will provide the necessary knowledge and skills to succeed!

COURSE ENABLING LEARNING OBJECTIVES:

To be provided in each module.

COURSE DEVELOPMENT METHODOLOGY:

Objectives identified.

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Outline developed by Chief Instructor, G7.

Outline distributed for team discussion and revision.

Revised outline distributed.

Assignment of portions by Chief Instructor, G7 based on discussion.

ADC's review and give feedback for revisions

Final outline approved and distributed to team by Phase

Each team member conducts research and develops their portion.

Slides developed by each member.

Formatting by Chief Instructor, G7.

Draft distributed by Chief Instructor, G7 for discussion and revision.

Memo developed for announcement.

Team reviews and revises Memo.

Announcement Memo distributed to brigades in FEB13.

Phase I completed in FEB13 and posted to VDF website.

Final Draft rehearsed in MAR/APR13.

Phase II piloted in APR13

Phase III (Self-Study posted to VDF Website) and IV developed NLT JUN/JUL13

Phase IV piloted in SEP13.

Phase V developed and posted to VDF NLT OCT13

Team reviews Course Evaluations and notes.

Revisions made.

Revised course material distributed to team for discussion and revision.

Revisions made to course materials.

Final course materials (Slides, Student Handouts, Manuals, Exercise materials, and Instructor Manual) developed by Chief Instructor, G7.

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Memo for second course offering distributed to BDE's.

Second Course offering taught.

Work with G7, G3 and CoS to develop offering plan and include in VDF Training Calendar.

COURSE REFERENCE LIST:

FM 22-100, AUG99

FM 6-22, OCT2006

FEMA ICS 300, IS 201

FEMA and NFA Safety Officer Course materials

VDF SO Training (Draft)

VDF Regs, VDF Website

RESOURCE LIST:

Computer

Internet Access

Powerpoint, Word, and Adobe Acrobat

Testing Question Sheets

Testing Answer Sheets

Course Evaluation / Critique Sheets

COURSE TIME ALLOCATED:

The suggested time plan for Phase I is forty-five (45) minutes for study, and thirty (30) minutes for testing. However, adjustments may be necessary based on student knowledge, experience, and abilities.

- Module 0: 10 Minutes
- Module 1: 10 Minutes

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- Module 2: 10 Minutes
- Module 3: 10 Minutes
- Course Testing: 30 Minutes

PRIMARY DEVELOPMENT TEAM:

MAJ James Armstead (DIV Staff)

MAJ William Robbins (G3 Exercise Officer)

Additional Officers with CO experience TBD

WO1 Kitzmiller (Chief Instructor, G7)

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Slide 1



Module 0 provides a brief introduction to the Company Commanders Course (CoCC) for participants, a description of the course, what to expect, course schedule and evaluation methodology. It also provides an overview of Phase I, along with participant guidance.

VDF Company Commanders must understand that this is not a part time job. Command and the responsibility of commanding is a way of life, and there are many components to leadership and numerous tasks that you must possess and understand to be successful.

That is the point of this course.

Now let's look at the course overview.

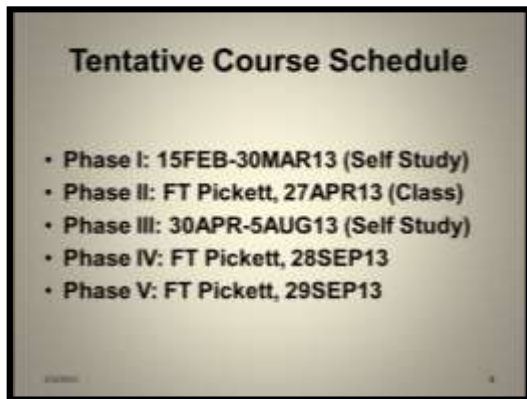
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Slide 2



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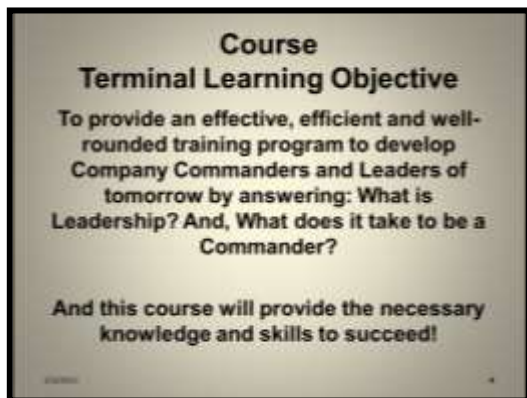


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This course is made up of five (5) Phase, two (2) Self Study, two (2) Classroom, and will conclude with a semi-formal Dining In which includes a graduation ceremony.

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The Terminal Learning Objective for this entire Course is to ensure that current and future Company Commanders in the VDF have the knowledge, skills and abilities to be successful in all aspects of their job to include, leadership, company operations, decision making, planning, and administration.

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Due to annual scheduling of two major Training MUTS'a for the VDF, this course has been designed and scheduled to utilize, and maximize the use of the MUTA's, scheduled for APR and SEP 2013, for the Classroom Phases (II and IV) and the Dining In (V).

ALL phases and modules must be completed successfully in order to graduate.

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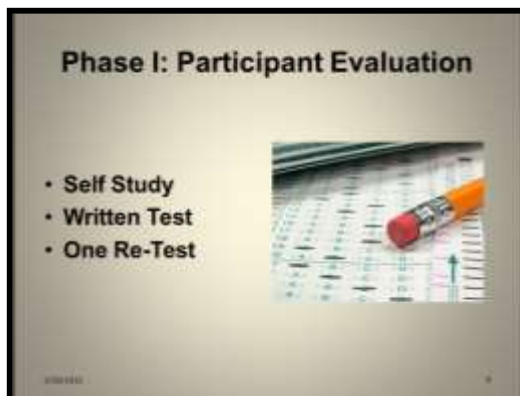


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For Phase I, it is the responsibility of each participant to make time for completing the training, to schedule testing time with their BN CDR (as per ADC's guidance), and to ensure that documentation is submitted through the proper chains within the timelines prescribed in the Announcement Memo/LOI.

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All modules should be read thoroughly, notes taken, and participants must ensure they understand the material.

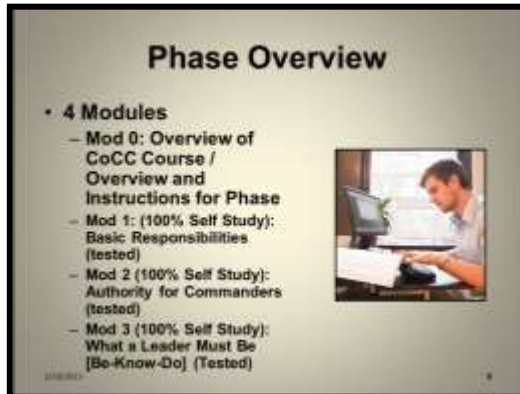
The written test will be administered by the participants' BN Commanders. This will take approximately 30 minutes and will be open book, with participants' notes. One re-test will be allowed at the BN Commander's

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discretion.

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Phase I is made up of four (4) short modules. This module (Module 0) is the overview and should answer most of your questions about the course.

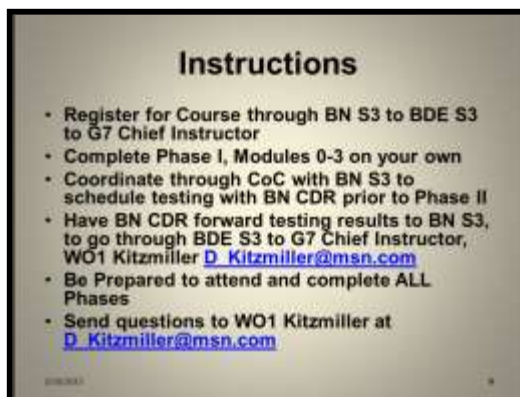
Module 1 will cover the basic responsibilities of Commissioned Officers, Warrant Officers, and Non-Commissioned Officers.

Module 2 will explain what authority is, the various types of authority in the military, where that authority originates, and how these levels of authority apply, with a focus on Company Commanders.

Module 3 will provide an overview of the Be-Know-Do mantra which will be expanded on in Phase II.

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Prospective participants for the CoCC training must be registered by their BN S3, through the BDE S3 to the G7 and G7 Chief Instructor. Other established protocols and procedures must be followed.

Each BDE and the DTC will be authorized four (4) participants each.

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Participants will have to complete all four (4) modules at their own pace. After completion, testing will be administered by the BN CDR. Scheduling this through the appropriate chain of command is the responsibility of the participant.

All timelines, IAW the Announcement Memo/LOI, must be met or participants will be dropped from the course, and will have to start over next year.

Participants must ensure, through their Chain of Command, that all testing documents are submitted to the Chief Instructor, WO1 Kitzmiller, at

D_Kitzmiller@msn.com.

Any questions pertaining to the course and course materials, from the participants, may be addressed to WO1 Kitzmiller directly via the aforementioned email.

All questions pertaining to official records, training requirements for promotion and assignment, etc. should be addressed through the Chain of Command IAW established protocols and procedures.

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All required VDF entry training requirements (Orientation and Level IIA), FEMA IS Courses, and Basic Officer training (i.e. 3rd LT Program/ Officer Basic Course) must be met to register for this course.

All participants must be engaged during all classroom training, participate actively in all projects, and complete the entire course

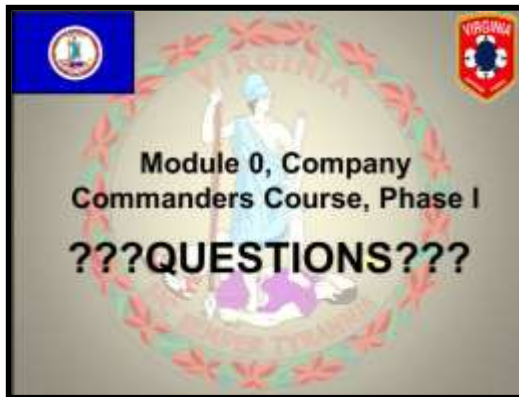
within the timelines provided via the Announcement Memo/LOI.

Upon Course completion, the G7 will issue certificates.

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If participants have any questions about the course itself, requirements, etc. feel free to contact WO1 Kitzmiller, Chief Instructor for the G7, via D_Kitzmiller@msn.com.

Questions pertaining to promotions, assignments, and other subject matter should be addressed through your Chain of

Command.

Good luck, Stay Safe, and prepare to do great things and enhance your career!

See you in Phase II.

Now it is time to start Module I.